

**CITY OF MUSKEGON  
INSPECTION SERVICES  
933 Terrace St., P.O. Box 536  
Muskegon, MI 49443-0536  
(231) 724-6758**

**Instructions for Completing Application**

**Section I.** Complete all applicable sections.

**Section II.** If the homeowner is doing the construction, enter "Homeowner" in the contractor information space, and mark the appropriate box. You must submit a telephone number.  
If a Contractor is doing the construction, Mark the appropriate box and complete all the information fields in section II.

**Section III.** This section must be completed for all projects **other than 1 & 2 family dwellings where the total living space is under 3500 sq./ft.**

**Section IV.** Check all boxes that apply to type of work and the type of use for the building. Provide a short description of the nature of the project.

**Section V.** Enter the value of the entire project, including building, plumbing, mechanical and electrical improvements. Office Staff will assist you in determining the fees required for this project.

**Section VI.** Read the two affidavits and sign and date the application.

**Submitting the application for a building permit.**

Submit the completed application along with the following:

(One-and Two-Family Residential with less than 3,500 square feet)

Plan Review Application

Four (4) sets of plans that includes the following:

Foundation and floor plans.

Roof and wall section.

Building elevations.

Site plan.

Commercial Structures (Including One-and Two-Family Residential with *more* than 3,500 square feet)

Plan Review Application.

\$150 deposit fee.

Site plan approval letter from Planning Dept. (Not required for plan review only)

Four (4) sets of plans and specifications, with **original signature and seal** of an architect or engineer registered in the state of Michigan.

**NOTE: Projects not requiring plan review do not need to submit a plan review application**